

**U.S. Embassy Dhaka
Consular Section**

EVAF Frequently Asked Questions

Q: WHAT IS THE EVAF?

A: The Electronic Visa Application Form (EVAF) is the new electronic version of the non-immigrant visa form DS-156. The applicant completes the form at the EVAF website, which is <http://evisaforms.state.gov>. This website creates a barcode that contains all the application data. Applicants must print out all three pages of the form and bring them to the visa interview.

Q: DO I HAVE TO USE THE EVAF, OR CAN I COME TO THE VISA INTERVIEW WITH A HANDWRITTEN VERSION OF THE DS-156?

A: As of November 01, 2006, it is mandatory to use the EVAF. This means that applicants with interviews on or after November 01, 2006 need to come with printouts of their EVAF. Handwritten versions of the DS-156 will not be accepted on or after that date. If you come with a handwritten form DS-156, you will need to leave the Embassy, make an appointment for another visa interview through Saimon Overseas Ltd. and come back a second time with a completed EVAF.

Q. WHAT IS THE DIFFERENCE BETWEEN THE DS-156, THE DS-157, AND THE DS-158?

A: The DS-156 is the basic visa application form that all visa applicants, regardless of age or visa classification, need to fill out. It is the only version at this time which exists electronically. That means that when you go to the EVAF website at <http://evisaforms.state.gov>, you will need to FILL IN THE FORM ONLINE before printing it out.

The DS-157 is an additional form that the U.S. Embassy in Dhaka requires for all applicants regardless of age, nationality and gender.

The DS-158 is an additional form required for ALL applicants.

The DS-157 and DS-158 forms can be found on our website at www.dhaka.usembassy.gov. They do not exist electronically, meaning that applicants need to print them out and then fill them out by hand. These forms are also available at Saimon Overseas office in Gulshan.

Q. DO I NEED TO GO TO A SPECIAL COMPUTER CENTER TO FILL OUT THE EVAF?

A. If you do not have your own desktop or don't know how to use, you may go to Saimon Overseas Limited in Gulshan to fill out the EVAF. Otherwise, you can use any computer to fill out the EVAF, as long as the browser and software requirements listed above are met. The form itself is entirely free.

Q: THE EVAF HAS 40 QUESTIONS. DO I HAVE TO ANSWER THEM ALL AT ONE TIME, OR CAN I SAVE MY DATA AND RETURN TO THE WEBSITE LATER TO COMPLETE THE FORM?

A: The EVAF website does not allow applicants to save their data. Therefore, when you close the EVAF website, all your data is lost. This means that you must complete the entire form in one sitting and click on the "Continue" button at the end.

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Q. HOW DO I PRINT OUT THE FORM?

A. When you finish entering all the information on the form and press the "Continue" button at the bottom, your application is converted into a PDF file that you need to print out and bring to the visa interview. You should save this PDF file to your computer first, and then print it out. If you can, we recommend that you print out the form immediately. However, if you do not have a printer connected to your computer, you can print out the PDF file at a later date. The form must be printed in black ink on letter-size white paper with no holes or perforations. Colored paper and lightweight fax paper will not be accepted.

Q. I'M HAVING TROUBLE PRINTING OUT THE EVAF.

A. Depending on the speed of your Internet connection, it may take several minutes to download the initial and completed copies of the form. Please be patient.

Please remember to press the "Continue" button at the end of the form. This action creates the 3-page PDF file, which is the one you want to print out.

Q. ONCE I HAVE PRINTED THE FORM, WHAT SHOULD I DO WITH IT?

A. Please follow these steps:

- Make sure that the rectangular barcode on page 3 is clear. If it is smeared in any way, please print out another copy.
- Staple the 3 pages together in the upper left hand corner.
- Sign your name (in English or in your native language) in question 41.

Place the form in a folder (or any other safe place) and make sure it remains in good condition until the day of your interview. If the form is folded or damaged in any way, it will not be accepted. Also, the third page of the EVAF, which contains the barcode, should be free of any smear or stain.

Q. WILL THE EMBASSY CONTACT ME AFTER I HAVE COMPLETED MY EVAF?

A. No. When you fill out your EVAF, the data is not submitted to us. In other words, we do not receive your information through the Internet. The only way for us to obtain your information is to schedule an appointment through Saimon Overseas office or submit the original application to the Embassy.

After you complete the EVAF, bring the printout of your EVAF (DS-156) as well as complete DS-157, Ds-158, NIV questionnaire form to Saimon Overseas office to schedule an appointment along with your 2 photographs, \$100 visa fee, photocopy of your passport. At that point, we will scan the barcode on page 3 to access your information on the day of your interview. That is why it is important for the Barcode to be clearly readable and free of any smudges or stains.

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Q. CAN I SEND THE EVAF TO YOU BY FAX OR E-MAIL?

A. No. Please do not e-mail or fax us your EVAF, as we will not review it in advance of your interview.

Q. WHAT HAPPENS IF I COME TO THE EMBASSY WITH AN INCOMPLETE OR DAMAGED EVAF?

A: It will not be accepted. You will need to leave the Embassy, make an appointment for another visa interview through our service provider Saimon Overseas Ltd., and come back a second time with a completed EVAF.

Q. I MADE A MISTAKE ON MY EVAF. DO I HAVE TO REDO IT?

A. Yes, you will need to redo it.

Q. WHAT DO YOU MEAN BY “SURNAME” AND “FIRST AND MIDDLE NAMES” ON QUESTIONS 6 AND 7 OF THE FORM?

A. For tips on how to answer specific questions, please see our “EVAF Instructions” page at www.dhaka.usembassy.gov.

Q. BESIDES THE EVAF, WHAT DOCUMENTS DO I NEED TO BRING TO THE INTERVIEW?

A. You need to bring the following:

- A printout of your completed and signed EVAF form DS-156 (not folded)
- Completed and signed DS-157 and DS-158
- Two photographs following the specifications outlined at www.dhaka.usembassy.gov.
- Receipt of \$100 visa application fee. This fee must be paid in Citibank, N.A.
- Both original passport or photocopy will be accepted.

Based on the type of visa for which you are applying, additional documents may be required. For more information, please follow the link for your visa type at www.dhaka.usembassy.gov

Q. I AM HAVING TROUBLE ACCESSING EVAF. WHAT SHOULD I DO?

A. You may need to wait a few hours and try again. Sometimes applicants cannot access the form because the EVAF website is down. If you continue to have trouble accessing EVAF on your computer, you may want to ask a friend or family member if you can use his/her computer.

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Q. CAN A FRIEND OR RELATIVE FILL OUT THE EVAF FOR ME?

A. You may ask a friend or relative to fill out the form for you, yes. But in that case, you must make sure that your friend or relative has ALL the information necessary to fill out the form completely. Then print the form and bring to Saimon Overseas office to schedule an appointment or at the Embassy. Please remember that if the form is incomplete or inaccurate, it will not be accepted and you will need to leave the Embassy, re-schedule an appointment for another visa interview through Saimon Overseas, and come back a second time with a completed EVAF.

Q. CAN I PRINT OUT MORE THAN ONE COPY OF THE EVAF?

A. If you wish to print out an extra copy of the EVAF to make sure that you have a readable barcode on the day of your interview, you may certainly do so. However, please keep in mind that a barcode can be used only once. This means that if you are refused a visa and then re-apply, you must submit re-do an EVAF for the second interview.

Q. How do I know that my barcode is good?

A. See Barcode Specifications from EVAF instruction.

Q. WHAT KIND OF SOFTWARE OR COMPUTER EQUIPMENT DO I NEED TO ACCESS THE EVAF WEBSITE?

A: You need the following:

- Your Internet browser must support 128-bit encryption.
- If you are using Internet Explorer (Windows), the minimum version that will work with this site is version 5.0, with service pack 2.
- If you are using Netscape, the minimum version that will work with this site is version 6.2.
- You must also have Adobe Acrobat Reader version 5.0 or higher installed on your PC in order to download and print the completed application form. **If you do not have Adobe Acrobat Reader version 5.0 or higher, you may download a copy from Adobe's web site.**
- You should use either an ink-jet or laser printer to print the completed application form.

Note: Depending on the speed of your Internet connection, it may take several minutes to download the initial and completed copies of the form. Please be patient.

Q: I have to travel for an emergency reason. Do I need to fill out the EVAF?

A: In most cases, you will still need to fill out the EVAF. Call the consular for more information.

Q: I am a diplomat/government official. Do I need to fill out the EVAF?

A: All applicants, including diplomats and government officials, need to use the EVAF or remote data entry procedure except in case of emergency travel. Call the consular section or visit the website at www.dhaka.usembassy.gov for more information.

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Q: I don't have Internet access at home. May I come into the consulate and fill out my form there?

A: Unfortunately, our post do not have public Internet access available; however, you are free to use any public access Internet available. Contact the consular section for suggestions on where you may go to fill out your form

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